

EDITED KSA LISTING

CLASS: Correctional Administrator, Department of Corrections

NOTE: Each position within this classification may be required to possess all or some of these knowledges, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1	Comprehensive knowledge of the principles and practices of public and correctional administration including inmate classification and discipline, personnel management and supervision, and business management, etc., of a large organization to effectively provide public safety in a fiscally sound manner and meet the mission of the California Department of Corrections and Rehabilitation.
K2	Extensive knowledge of the purposes, activities, regulations, and functions of the California Department of Corrections and Rehabilitation to effectively provide public safety and comply with federal and state laws.
K3	General knowledge of the purposes, activities, and functions of the Board of Parole Hearings and various control agencies, to effectively provide public safety and comply with federal and state laws.
K4	Comprehensive knowledge of the problems involved and methods used in the custody, control, and adjustment of antisocial behavior to safely manage the inmate population.
K5	Comprehensive knowledge of one or more of the following: operational structure of all institutional/headquarters divisions including custody, business services, health care, administration, reception/program and housing to provide effective management of a division within the organization.
K6	Comprehensive knowledge of the manager's role in the EEO Program and the processes available to meet the Department's EEO objectives as it relates to the supervision and management of departmental personnel.
K7	Comprehensive knowledge of state and federal court mandates relating to parole revocation, health care, dental care, mental health care, ADA, use of force, conditions of confinement, lifer hearings, inmate indecent exposure, etc.
K8	Moderate knowledge of the Ralph C. Dills Act as it relates to employee/employer relations.

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	Skill to:
S1	Plan, organize, direct, and evaluate a large multidisciplinary workforce to effectively manage an organizational division/program.
S2	Apply effective principles of budget preparation and control, personnel management, business management, public administration, and correctional administration to effectively manage an organizational division/program.
S3	Establish and maintain cooperative working relationships with officials and staff members, public agencies, employee organizations, interested community and professional groups to promote an environment that is conducive to carrying out the mission of the Department.
S4	Analyze situations or data accurately and develop an effective course of action to effectively manage an organizational division/program.
S5	Manage, supervise, train, provide leadership and motivate staff to achieve optimum effectiveness in an organizational division/program.
S6	Communicate effectively (verbal, written, and electronic) so instructions can be clearly understood and carried out in normal and emergency situations.
S7	Effectively promote equal opportunity in employment and maintain a work environment, which is free of discrimination and harassment.

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	Ability to:
A1	Apply knowledge to effectively address complex situations and/or tasks.